



United States District Court
Southern District of California

Courtroom 14

Attorney User Guide

Courtroom 14

Introduction

The continued increase in caseload compels the Clerk to provide technologies that facilitate expedited courtroom presentations. The use of in-court technologies speeds up trials, reduces courtroom costs, and increases jury retention. With these ends in mind, Courtroom 14 was designed to take advantage of the rapidly advancing technology being used to facilitate courtroom proceedings.

The technology available in Courtroom 14 includes an Elmo Visual Presenter; an electronic video marker; monitors for witnesses, jury, defense, prosecution, judge, courtroom deputy; and cables ready for computers, VHS, and super-VHS equipment . The Elmo is a presentation device that incorporates a lighted display platform and an overhead video camera with zoom control to capture a television image of whatever document or photographic image is placed on the display platform. The video marker allows users to draw and point on any image on the system.

The following documents are intended to give a complete overview of all technology available in Courtroom 14: a list of the technology available in Courtroom 14, a list of technology that can be brought into Courtroom 14, a diagram of Courtroom 14, guidelines for connecting any attorney-supplied equipment, tips for using the equipment, and a manual for operating the video marker.

Table of Contents

Inventory of Court-Supplied Equipment	Page 1
Equipment to Bring to Courtroom 14	Page 3
Overview of Technology Available in Courtroom 14	Page 5
Equipment that can be used in Courtroom 14	Page 10
Courtroom 14 Diagram	Page 12
Control Panel (Figure 1)	Page 13
Guidelines for Connecting Equipment	Page 14
Jury Monitor Specifications	Page 16
Courtroom 14 Tips	Page 17
Using the Video Marker	Page 19

Inventory of Court-Supplied Equipmentⁱ

Monitors

Location	Type
Jury	7 LCD color monitors
Witness	1 10" color monitor
Counsel Tables	One each, 15" CTX color monitor
Judge & Courtroom Deputy	One each, 17" color monitors

Computers

Location	Type
No computers are supplied by the Court. Only adapters/cables for computer hook-up are supplied by the Court.	
Podium	1 dedicated VGA-to-RGB adapter -- your existing computer (PC) and its cables will hook up to this adapter -- no additional equipment is needed
Caddy	1 dedicated VGA-to-RGB adapter -- your existing computer (PC) and its cables will hook up to this adapter -- no additional equipment is needed. Two RGB inputs (computers can be hooked to these inputs) -- must bring a VGA-to-RBG converter
Counsel Tables	1 input at each table for 1 computer to be hooked into Courtroom 14's audio/visual system -- VGA-to-RGB adapters must be brought to use Courtroom 14's A/V system.

Inventory of Court-Supplied Equipment ⁱ	
Video	
Location	Type
No VCR's or video equipment of any kind are supplied by court. The court supplies dedicated video cables only.	
Podium	1 dedicated VCR input
Caddy	1 VHS input and 1 S-video input
Additional Equipment	
Location	Type
Podium	1 Video Marking system (or "John Madden"), 1 Button Panel for equipment selection, i.e. computer or VCR.
Caddy	Elmo

- i . Please see *Overview of Technology* document for a more in-depth description of the equipment available in Courtroom 14.

It is the responsibility of the attorney to ensure that any attorney-supplied equipment or presentation is compatible with the court-supplied equipment in Courtroom 14.

Equipment to Bring to Courtroom 14

Equipment	Hook-up to	Necessary/Optional
Computers	2 computer cables ready to attach to attorney-supplied computer; 1 in the podium and 1 in the caddy 2 sets of RGB cables in the caddy 1 set of RGB inputs on the floor in front of each counsel table. A total of 6 computers can be attached to Courtroom 14's A/V system	Optional
VGA/RGB Converter	RGB cables at the caddy and counsel tables	Necessary for using computers in A/V system at counsel table and at the caddy
1/8" Stereo Audio Outputs Adapter Cable	RCA connectors in the podium, caddy, and floor plates at counsel tables	Necessary if your computer uses 1/8" to be able to connect to two RCA male or female inputs
VCRs	1 dedicated VCR input at the podium 1 VHS and 1 S-Video in the caddy	Optional
Printer		Optional
Projector	Input is located behind exhibits table	Optional
Surge Protectors		Optional
Large Monitors on carts	Floor plates in front of the jury	Optional

It is the responsibility of the attorney to ensure that any attorney-supplied equipment or presentation is compatible with the court supplied equipment in Courtroom 14.

- i . Please refer to *Equipment that can be used in Courtroom 14* for a more complete description of the above listed items.

Please refer to *Guidelines for Connecting Equipment* for complete information on connecting attorney-supplied equipment in Courtroom 14.

Overview of Technology Available in Courtroom 14

Jury Box

- , The jury box is equipped with seven monitors. There is one monitor for every two jurors.
- , These monitors are high resolution color, Liquid Crystal Display (LCD) monitors. ***The highest resolution that these monitors will accept is 800x600.***
- , The monitors are mounted to adjustable stands so that jurors can manipulate the position of the monitors. Any other adjustments that need to be made to the monitors, i.e., brightness or focus, will be made by the courtroom deputy.
- , Jurors do not have any control over what appears on their screens.

Witness Stand

- , The witness box is equipped with one 10" color monitor designed to operate under a multitude of hardware platforms and video standards from VGA to 1024x768.
- , The witnesses do not have any control over what appears on their screens.

Judge and Courtroom Deputy

- , Both the judge and the courtroom deputy have the ability to view any evidence that will be presented through the use of the Elmo, video, or computer on a 17" monitor designed to operate under a multitude of hardware platforms and video standards from VGA to 1024x768

Touch Panel



- , The touch panel allows the judge or courtroom deputy to preview the evidence and select who should view the evidence. The touch panel was designed so that each location that displays an image--the witness stand, attorney tables, and jury box--is not connected, allowing the judge or courtroom deputy to send an image to only the attorneys, only the witness or to any combination of attorney tables, jury and witness.
- , The touch panel allows either the judge or courtroom deputy to select an input source i.e. computer, VCR, or Elmo if the person at the podium is experiencing difficulty.
- , The touch panel can be plugged into either the judge's bench or the courtroom deputy's location.

Defense and Prosecution Tables

- , Both the defense and prosecution tables are equipped with one 15" CTX color monitor.

The Podium

- , The podium is equipped with one 10" color monitor designed to operate under a multitude of hardware platforms and video standards from VGA to 1024x768.

Video Marking (John Madden)



- , Located on the top left of the podium is a digitizer pad which allows the presenter to write on top of the video from any of the 16 available inputs, i.e., computer, and VCR. (Please refer to the section titled "Equipment to Bring to Courtroom 14" in this document for a list of all inputs.)
- , The digitizer allows the presenter to change pointer shape, change line width, change line color, erase the drawing, and either draw on an image or on a blue screen.

Control Panel

- , Located on the top right of the podium is a control panel that is used to select a input source from the 16 available inputs, i.e., computer, VCR, Elmo. (See Figure 1 on page 13.)

Extending Shelf

- , An extending shelf is attached to the podium for a laptop computer.

The Caddy

- , The caddy contains one permanently mounted Elmo and one permanently installed computer interface so that no other equipment is required for that input beyond the attorney supplied computer.
- , The caddy also contains two RGB video inputs and one VHS, one S-Video and one Elmo input.
- , The caddy can be plugged into two different locations, at the podium or at the side wall opposite the jury box.

Elmo



- , The Elmo is a video capture system that can be used to project the images of exhibits (documents, photos, three-dimensional objects, x-rays, fingerprints, DNA autorads, transparencies, etc.) to one or more video monitors, permitting all courtroom participants to view the images concurrently.
- , This technology allows the presenter to zoom in and highlight the most critical areas of detail.

Projector Screen and Table

- , There is a projector screen mounted in the ceiling on the wall opposite of the jury box. There is also a moveable projector table located in front of the courtroom deputy's desk.
- , Behind the projector table in front of the courtroom deputy's desk there is a cable for connecting to a video projector.

Inputs

- , The courtroom is equipped with 16 possible input sources.

In the podium:

- , A dedicated VCR and a dedicated computer input. The computer input is attached to an installed computer interface ready to be attached to a computer.

In the Caddy:

- , One dedicated computer input
- , Two RGB video inputs
- , One VHS
- , One S-Video
- , One Elmo

With the exception of the Elmo and the one dedicated computer input, all other inputs in the caddy are just cables. The attorney must bring additional equipment to use these inputs. Please refer to the document entitled "Equipment that can be used in Courtroom 14" for specific information regarding the additional equipment.

On the Floor

- , There are two input plates, one located in front of the main defense table and one in front of the prosecution table for computer inputs. These plates require attorney-supplied equipment for use. Please refer to the document entitled "Equipment that can be used in Courtroom 14" for specific information regarding the additional equipment.
- , There are also two input plates located in the bottom front face of the jury box (one on each end) for plugging in a large monitor on a cart, if needed.

Equipment that can be used in Courtroom 14

There are 16 inputs in the courtroom. The District Court does not supply anything other than that equipment listed in the Overview of Technology. All other equipment listed below, if desired, must be supplied by the defense or prosecution.

The Podium

The following equipment can be used at the podium:

- , One VCR
- , One computer

The Caddy

The following equipment can be used at the caddy:

- , One Computer
- , RGB inputs
- , One VCR
- , One Super VHS

Defense and Prosecution Tables

- , The defense and prosecution tables each have one input into the Court's audio/visual system.
- , Any piece of equipment can be connected to these inputs including, but not limited to computers and VCR's.

Extra Equipment

The following additional equipment can be used in Courtroom 14:

- , Projector
- , Large Monitors (can be placed in front of the jury box, one on each end)
- , VGA/RGB Converters -- **converters must be brought to connect any extra equipment to undedicated RGB video cables.**

- , Adapter Cable to connect to two RCA (male or female) inputs (needed only if computer uses 1/8" stereo outputs)
- , Surge Protectors
- , Printer
- , Additional computers

Automation Equipment Disclaimer for Courtroom 14

1. **The special equipment in Courtroom 14 is being provided to you free of charge. If you use this equipment, you agree to waive any claims against the U.S. District Court arising from use and operation of this equipment, including any defect in or failure of the equipment. You further agree to hold the U.S. District Court harmless from and to indemnify it for all claims arising from the use and operation of this equipment, including any defect in or failure of the equipment. This waiver/hold harmless/indemnity agreement includes but is not limited to all claims of any nature resulting from loss, damage, or injury of any and every nature whatsoever, including special or consequential damages caused by, resulting from, or in any way connected with the use and operation of this equipment of any defect in or failure of the equipment.**
2. **Further, if the court's equipment is damaged, stolen or lost when under your control, in your possession and/or being used by you, you agree to pay the U.S. District Court for repair or replacement of the equipment. You must obtain written authorization from the U.S. District Court to remove or repair any of the equipment.**
3. **Any equipment or software you wish to bring into the courthouse is subject to search by the court's security officers. You accept full responsibility for the security of items you bring into this facility. You agree to hold the U.S. District Court harmless for all claims resulting from loss, damage, or injury, of any and every nature whatsoever, including any special or consequential damages, caused by, resulting from, or in any way connected with the use and operation of your equipment or software and any defect in or failure of the equipment or software.**